

2025-2026

Frontenac School Handbook



Frontenac School is committed to developing a community of interdependent, life-long learners in a safe environment.

This handbook provides information regarding your child's educational experience along with several school and divisional policies and procedures.

One of Frontenac School's greatest strengths is the tremendous involvement of parents and families in every aspect of school life. It is the Windsor Park Community that has made Frontenac School a vital part of this community for over 60 years. Our school's enrolment is approximately 400 students with a dedicated team of custodians, clerical personnel, educational assistants, teachers and administrators of approximately 70 adults.

At Frontenac School, we expect that all students, staff, and any other adults in our building model the respect and caring needed to provide the best learning environment.

Throughout the year, important communication will be found on our parent portal.

www.lrsd.net/schools/frontenac

School Hours and Entrances

School Hours

8:42 AM - 11:30 PM
12:30 PM - 3:15 PM

Office Hours

8:00 AM - 4:00 PM

Bell Times for Entry

8:32 AM and 12:25 PM

Recess - Grades 1-6

10:00-10:15 and 10:15-10:30 AM
2:00-2:15 and 2:15-2:30 PM

* Recess is once in the AM and once in the PM

Entrances and Exits for Students

In the interest of order and safety, students are expected to use the designated entrances appropriate to their classroom's location. The following indicates the entrances to be used. After 8:32 AM, students must enter the school through the front door.

ENTRANCE 1	Main Entrance	Grade 3/4 students & bus students
ENTRANCE 2	Daycare Doors	Kindergarten and Gr. 1/2 students
ENTRANCE 3	Main Gym Door	Grade 5/6 students
ENTRANCE 4	Front NE Side	Grade 7/8 students

Students will always use the above entrances. **Families are to wait outside and pick up/drop off their children up at the appropriate doors.**

** Sporting Events are accessed through the main gym doors.*

Student Messages

We accommodate family's needs to give students urgent messages re: changes in appointments after school, urgent family matters, etc. More importantly, students' learning time cannot be compromised by frequent removal from class for such messages. Messages will be relayed by the secretaries to students through the classroom teacher. Families are asked to prearrange pick-ups etc. before school.

Reporting an Absence or Late Arrivals

Please report student absences by phoning the school office at 204-257-0609 or via email at frontenac.office@lrsd.net. It is appreciated if you could please report absences prior to the beginning of school starting each day. You may also leave us a voicemail if you are calling outside school hours. If your child must leave school, the same method may be used, or a dated, written note will suffice. If your child arrives late for school, they must first report to the office and obtain an arrival slip.

Student Pick Up / Sign Out

When picking up students during the day for appointments or other reasons families **must** pick up their child at the office. Your child must report to the office when they have returned from an appointment. At the end of the day, we ask that all parents and guardians wait for their child outside their designated entrance doors.

Traffic Safety - Student Drop Off Zones & Pick Up Areas

We're committed to helping keep children safe on their way to and from school. Always model street safety for children and respect the 30 km speed limit. We encourage families to use active transport to and from school.

Respect the parking restrictions

- Never use the staff parking lot or neighbors' driveways for drop off, pick up or parking
- Never use the Strip Mall beside the school, this is private property
- Always follow the street signage

No Parking Zone in front of the school - Stop, Drop and Go

- Drivers may stop, but not get out of the vehicle. This is a Stop, Drop, and Go zone for student pick-up and drop-off. People driving may stop, allow children to exit the vehicle, and then go on their way. Drivers may not get out of the vehicle. Have your child exit the vehicle through the passenger side.

Patrolled Crosswalks

- Gr 5/6 students and EAs help ensure safe crossing for students
- Patrolled crossings are:
 - Autumnwood Drive - West side of school
 - Autumnwood & DeBourmont intersection
 - Frontenac School Cross Walk

Please take the time to drop your children off where it is safe to do so. Safe parking areas are in the following areas:

- DeBourmont Bay
- Barberry Road
- Frontenac Bay

To avoid congestion at peak times, it would be advisable to access the surrounding Bays from 8:15-8:45 AM and 3:00-3:30 PM.

Our school zone is very busy in the morning and afternoon and we would like this area to be a safe environment for our children. Thank you for your assistance and understanding in helping make Frontenac School's students safe.

Your role in safety

We all have a role to play in making our roads safer.

As drivers, we need to remember that kids might not hear, see, or understand traffic the same way adults do. They can't always tell how fast cars are going or know when it's safe to cross the street.

It's important that adults do what we can to help keep kids safe. That involves talking to the kids in our lives about how to stay safe when walking or biking to school. It also involves brushing up on our safe driving, walking, and cycling behaviours.

Drive safe

Don't block intersections. Whether parking or waiting for traffic to move, don't stop in an intersection, crosswalk, bike path, or driveway. This minimizes congestion and helps everyone safely get where they're going.

Let pedestrians cross first. People walking always have the right-of-way at a crosswalk or intersection. It's the law for drivers to stop at all crosswalks. Crosswalks may be marked (with paint lines) or unmarked (without paint).

Follow all parking signs. Be aware, park with care. Parking rules are in place around schools to increase safety. Here are some common parking signs you'll see:

No Parking anytime.
Drivers may stop but cannot exit the vehicle.



Parking is allowed. Reminder: Don't block fire hydrants.



No Stopping anytime.
Do not stop or wait.



Drive carefully around school buses. Drivers must stop for a school bus when it is loading and the 'Stop' sign is out. Do not pass a vehicle that is slowing down or stopping for a loading school bus.

U-Turns are a safety concern. Avoid U-turns where kids walk or bike to school and where traffic is congested. U-turns are illegal if they interrupt traffic.

Walk safe

Look both ways. Look both ways before crossing the street at a crosswalk or intersection. Don't move until you make sure cars are stopped. Look left, right, then left again. Wait until traffic stops and make eye contact with the stopped driver before you cross.

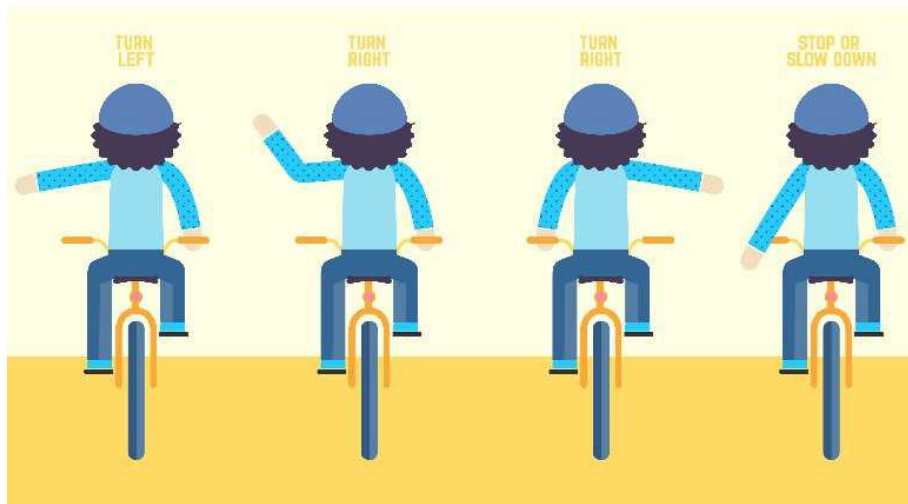
Always use a crosswalk. Crosswalks, pedestrian corridors, and traffic lights let drivers know they need to stop to allow people to cross. Always cross the street at an intersection or crosswalk. Never cross in the middle of a block, between parked cars, or diagonally across an intersection.

Watch out for back lanes and driveways. When walking on a sidewalk, look for cars approaching from back lanes and pulling out of driveways. It can be difficult for drivers to see in these areas, especially if they are backing up. Always wait for cars to fully stop before you walk across.

Bike safe

Always wear a helmet. Your head's your most important body part! Protect it. In Manitoba, it's the law for kids and youth under 18 to wear a helmet.

Signal where you want to go. Use hand signals to let others know where you want to go.



Weather Information

Procedures in the event of Extreme Weather

The Louis Riel School Division will monitor wind-chill values for the purpose of safety to children.

When the wind-chill is -27°C or more, students will remain in the school during recesses and at lunch time. As per the Louis Riel School Division Policy, we follow the weather readings observed at the Forks weather station provided by Environment Canada. The weather will be posted on the divisional and Frontenac website.

When any decision is made affecting the usual operation of the schools or bussing of students, every effort will be made to provide as much notice as possible to our community via our parent portal and website.

Communication

Reporting Student Progress

Student progress reports are conducted **three times** a year in November, March and before the last day of school in June. Report cards are accessed on the Parent Portal.

- November report will focus on work habits, and general capacity of the student to manage the expectations of the programs. Reports will be followed by parent student teacher conferences twice a year. During these conferences, students will share their success and progress with their parents.
- February report will be comprehensive and include percentage marks for Grade 7/8.
- June report will include a final percentage grade by subject for Grade 7/8 and final indicators to show progress and achievement related to learning goals and outcomes in Grades K-8.

Student Injuries

In case of an accident, the student is asked to notify their teacher or the staff member on duty immediately.

- Minor situations requiring immediate medical attention, first aid will be administered to the students at school and families may be notified depending on the type of injury.
- Serious situations involving possible fractures, concussions, etc., families will be called to pick up the child in order to take the child for immediate medical attention. If families cannot be reached, we will call the person indicated as the Emergency Contact. If no one answers Emergency 911 will be called for transport to the nearest Emergency Centre.

Parent Portal

Families are asked to regularly check the parent portal for important information. Weekly reminders, report cards and other important information will be accessed through the parent portal. If you have not already created a parent portal account please visit: <https://www.lrsd.net/page/48542/how-to-create-parent-portal-account>

Please keep the school informed of any changes with home/work phone numbers, emergency contacts and place of employment.

Student Fees

Fees can be paid online via School Cash on the Parent Portal or via cash or cheque at the school.

Student Accident Insurance

All LRSD students are automatically insured under the **Universal Student Accident Insurance** program. The program provides some basic medical coverage while students attend school or participate in school-organized activities. It also extends to provide coverage to Grade 11 and 12 students enrolled in an approved course or class outside of school that qualifies for credit in Physical Education. This coverage does not extend to any other activities at times outside of school or to a pre-existing illness or medical condition. The Louis Riel School Division pays the coverage.

A voluntary student accident insurance program is designed to complement the Universal insurance. It offers additional support for parent(s)/guardian(s), including those who already participate in an employee benefits program that provides health and dental coverage. Student Accident Insurance can be purchased online at www.manitobastudentinsurance.ca or by calling 1-800-463-5437.

Out of School Educational Trips

We feel that out-of-school educational trips and programs are an integral part of learning and social development for all students. Specific communications will be sent to families outlining the purpose, cost and date of the outing. All students are expected to participate in these opportunities learning opportunities unless there are extraneous circumstances that are communicated to the student's teacher.

Lost and Found

Throughout the school year, students misplace many items of clothing, school bags, jewelry and glasses. It is important to clearly label all possible items of clothing, etc. **Marked items are easily returned to students.**

Items are placed on the Lost and Found table and students may look for articles during breaks or with the teacher's permission. Lost items are placed out on tables during Student-led Conferences for parents to retrieve any of their child's lost possessions. Jewelry and glasses are kept in the office until claimed. At the end of every conference session and the end of year, our Lost and Found items are donated.

Prayer Space

Frontenac School has established a prayer space for staff, students, and guests to access as needed. For the 2025-2026 school year, the prayer space has been designated as the library.

Lunch Information

Students are dismissed for lunch at 11:30 AM with classes resuming at 12:25 PM. This affords most students the opportunity to go home for lunch. ***The expectation is that Grade 7 and 8 students will go home for lunch.*** Students who cannot go home for the lunch hour may register their child as a “guest” in the lunch program for a fee of **\$90.00** for the school year. All students registered in the lunch program are expected to demonstrate respectful behaviour.

Procedures for Students registered in the Lunch Program:

- Students are dismissed at 11:30 AM
 - Gr. 3 to 6 students eat their lunches in their classrooms until 11:55 AM at which time they will be dismissed for a 30 minute outdoor recess.
 - Kindergarten to Gr. 2 students and Gr. 7/8 students take their outdoor recess at 11:30 AM and then return at 11:55 AM to eat their lunches in their classrooms.
- Students registered in the lunch program are expected to stay everyday unless a parental note is submitted to the classroom teacher or Administration. ***Students will not be allowed to leave the school without a note.***

Student Expectations during the Lunch Period:

- ✓ Follow all established classroom lunch hour routines
- ✓ Always ask for permission to leave the classroom from the lunch supervisor or lunch monitor
- ✓ Sit at own seat/desk
- ✓ Eat own lunch
- ✓ Use an inside voice to communicate
- ✓ Keep classroom and eating area tidy and place garbage in the garbage can
- ✓ Be respectful to self and others
- ✓ Play safely and respectfully outside

Those students who misuse the privilege of staying for lunch will have this privilege suspended or removed. If this occurs, families are expected to make alternative out-of-school lunch hour arrangements.

Severe and Life Threatening Allergies:

The staff and parent community of Frontenac School, strive to provide a safe environment for all our students. There are children who suffer a LIFE-THREATENING allergy to peanut butter and nuts. Even exposure to a tiny amount of these items could be potentially serious and life threatening.

We can help make the school environment safer, therefore ask for your co-operation.

- Avoid sending all snacks or items containing peanuts/nuts with your child to school including food, snacks, or chips cooked in peanut oil.
- Inform your child’s teacher before giving food products to any children, other than your own at school.
- Please note that your child’s teacher will inform the class if there are any other foods that cannot come to school due to life threatening food allergies.

We take care of all children with health care needs and do our utmost to ensure the safety of all students.

Student Information

Cell Phones and other Connectivity Devices

As part of our commitment to creating a positive and focused learning environment, and in alignment with the Louis Riel School Division's **Use of Cell Phones in Schools Policy (GBEF/JICJ)** and **Student Conduct Policy (JK)**, we're sharing important information about cell phone use at Frontenac.

Provincial Directive

Following the Ministerial Directive issued on **August 15, 2024**, students in **Kindergarten to Grade 8** are **not permitted to use cell phones during school hours**, including breaks and lunch. This directive supports student well-being, minimizes distractions, and encourages meaningful engagement.

Our School's Approach

At Frontenac, we promote responsible use of technology in all learning spaces. In specific cases—such as for students with medical or diverse learning needs—cell phone use may be allowed with **school approval**.

If a student uses a phone outside of these expectations, staff will respond respectfully and consistently, following LRSD's procedures. Responses will include:

- A reminder of expectations
- Temporary storage of the phone with Admin
- Contact with parents/guardians

Staff Expectations

All staff and adults in the building are expected to model responsible phone use. Mobile devices will be used professionally and discreetly, with student safety and engagement as the top priority.

Safe Communication Practices

To ensure privacy and safety:

- The **school office** is the main point of contact for communication between parents/guardians and students during the school day.

Ongoing Communication

This statement and related expectations are shared regularly through:

- The school website
- School-wide events
- Student orientation sessions

We welcome feedback from families as part of our annual review process to ensure the policy continues to meet the needs of our community.

In line with **Procedure G**, any concerns or disputes about cell phone use can be addressed through an appeal process involving school administration and, if needed, divisional leadership.

Thank you for your continued support in helping us maintain a safe, respectful, and engaging environment for all students.

Dress Code

Students are expected to dress appropriately for school and in a way that respects the learning environment.

Lockers

Students in Grade 7 and 8 may be assigned shared locks/lockers to be used for their personal belongings. Each student will be supplied with a combination lock. Locks and lockers are the property of Frontenac School. The school will not accept responsibility for personal property in the locker.

Bicycles/Skateboards/Rollerblades/Scooters

When students bring their bicycles to school, they are responsible for them. It is impossible for school personnel to supervise bicycles, to prevent tampering, damage or theft. All bicycles should be left in the bike racks located by the parking lot and locked individually with a very solid lock. For reasons of safety, bicycles are not to be ridden on school grounds between 8:00 AM and 4:00 PM on any school day.

Family Community Involvement

School Visitors

All visitors are welcome at our school. All visitors must report to the office. Office staff will assist you with your needs.

Volunteer Program

We recognize the vital role volunteers play in the educational process and value their participation in our school. Volunteers can participate in the classroom, in the Gymnasium, on field trips, at special events, and as clerical aides in the library. High School students can also volunteer as part of their educational experience in classrooms with literacy and numeracy skills. We also welcome experienced coaches and supervisors for sports and musical experiences. Volunteers may be asked to provide a criminal record check and child abuse registry check. Please contact our Community Connector for more information.

Frontenac Family Committee

Our Frontenac Family Committee is open to all parents and caregivers of Frontenac School. Our Frontenac Family Committee is always looking for more members. Please contact our Community Connector for more information.

Public Use of Facilities

Louis Riel School facilities are available to members or community groups outside school hours. Inquiries regarding use of facilities can be made through the Norberry Board Office at 204-257-7827.

FRONTENAC SCHOOL CODE OF CONDUCT

At Frontenac School, all people will be respectful of others and act responsibly for the good of our school and our community.

At Frontenac School, we show **Respect** by:

- keeping hands and feet to ourselves
- supporting a positive learning environment
- taking care of school property and the property of others
- working and playing together cooperatively
- playing safely and fairly
- recognizing and developing our individual talents

At Frontenac School, we demonstrate **Responsibility** by:

- attending school regularly, arriving on time, and coming to class prepared
- listening and following directions
- completing all assignments on time; always doing our best
- accepting the consequences for our actions
- dressing appropriately

Parents/Guardians play a significant role in shaping their child's behaviour and attitudes and therefore Frontenac School and the Louis Riel School Division strives for a constructive partnership with the home. All adults have the responsibility to model for students those attributes and behaviours which support a positive learning environment.

Attributes of appropriate behaviour include but are not limited to:

- respect for self and others
- empathy
- cooperation
- courtesy
- responsibility
- honesty
- respect for self and others

Effective behaviour management strategies:

- promote self-discipline
- are pro-active
- are based on fair and equitable treatment
- consider developmental differences
- support constructive behaviour change
- respect the findings of educational research
- consider the safety and welfare of the school and community